PONY

ICT

Final Revision

Part 2

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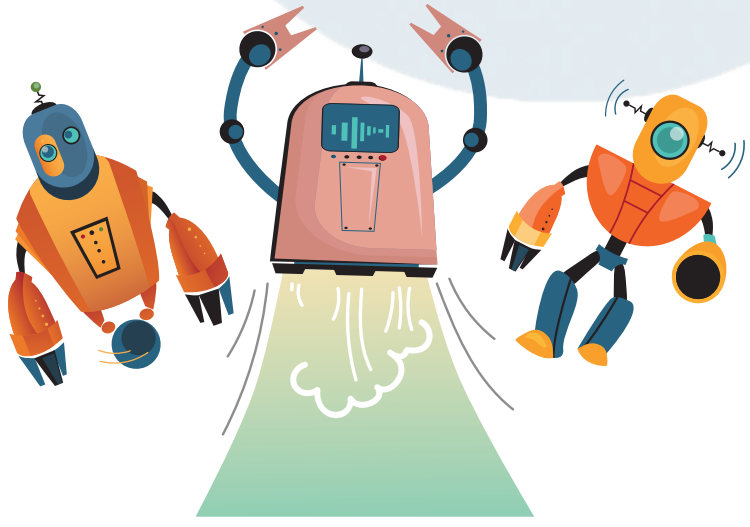

6th Primary

Second Term

Summary of Unit 4 My Digital Project

Lesson 1

ICT helps us build a better environment through:

1. Clean Vehicles: they do not emit harmful exhaust gases, so they reduce pollution and protect our health.
2. Energy Saving: by managing energy consumption smartly, reducing the waste of resources.
3. Increasing Job Opportunities: in the field of clean transportation or smart services.

ICT and Faster Services (Online Booking) :

- Online booking: It is using websites or applications to request and book a service or appointment without going to its place.
- This saves effort and helps you organize your time.

How Do These Tools Work?

1. Global Positioning System (GPS): accurately determines your location and the vehicle's location, and suggests the best and fastest route.
2. Smart Applications: allow electronic payment and show the cost before you start.
3. Notifications and Reminders: send you a message about the arrival time of the vehicle or remind you of your booking time.

Designing an ICT Tool to Solve a Transportation Problem:

Traditional Methods	Technological Solutions (Using ICT)
• Waiting at the bus stop without Knowing the bus arrival time	• Using a GPS tracking application to see bus location on the map
• Cash payment to the driver, which may expose you to losing money	• Using electronic payment via mobile, which is more secure
• Wasting time and exposure to traffic and pollution	• Saving time, reducing pollution, and increasing safety

Lesson 2

The Operating System:

- It is the program that makes the computer work and responsible for running different programs
- Without an operating system, a computer cannot function or interact with the user

The operating system helps you to:

1. Manage files and folders.
2. Run different programs.
3. Control device components such as the screen, mouse, and keyboard.

Examples of operating systems:

1. Windows: from Microsoft
2. macOS: from Apple
3. Linux.
4. Android / iOS: for smartphones and tablets

Changing System Settings through:

- Control Panel (in Windows) or Setting (on smartphones)
- Some settings that can be changed include:
  1. Changing the desktop background.
  2. Adjusting the volume level.
  3. Changing the language, date, and time.
  4. Connecting to the internet network (Wi-Fi).

Installing Programs and Applications:

Programs: are tools that help us perform specific tasks, such as writing, drawing, or learning.

To install a program on a computer:

1. Download it from the internet or from a compact disc (CD)
2. Follow the installation steps.

To install a program on smartphones:

- applications are downloaded from the store such as:

  Play Store: on Android devices.

  App Store: on iPhone devices.

- After installation, the application icon appears on the screen, can be opened by clicking on it.

Lesson 3

Microsoft Word:

- is one of the most popular word processing programs in the world.
- It helps you write and format reports, insert images, tables, and headings

Components of Microsoft Word Interface:

Menu Bar	• It contains commands such as "File", "Insert", and "Layout ".
Toolbar	• It includes buttons for formatting text, such as changing color. and the font size
Writing Area	• The place where you write the report.

Steps to Write a Simple Report:

1. Open the Microsoft Word program.
2. Choose "New Document".
3. Write the report title.
4. Add text and images through the "Insert" menu.
5. Format the text using the tools in the top ribbon.
6. Save the file with a suitable name through the "File" menu, then select "Save".

Messaging services: help us exchange messages, images, and files quickly and easily via the internet.

EX ❶ WhatsApp ❷ Messenger ❸ Telegram

Tips for Using Messaging Safely:

- Do not share your personal information with strangers.
- Do not open suspicious or unknown links.
- Use messaging services for useful purposes such as studying or communication with friends and teachers.
- Respect others in your messages and avoid spreading rumors

Lesson 4

A presentation: It is a collection of slides used to present information and ideas.

- It helps you deliver your message clearly and attractively by using text, images, shapes, and animations.
- Slides: the spaces where we write text and add images in PowerPoint.

Microsoft PowerPoint: Your Friend in Creativity:

- Microsoft PowerPoint, part of the Microsoft Office suite, is one of the most popular and easiest programs used to create presentations.
- PowerPoint has easy-to-use tools, such as drawing and writing tools, and many animation options.
- Animation options make your slides move and look attractive and engaging.
- Using PowerPoint makes you like a creative director, turning your ideas into a short video and telling a story using animated images and music.

Basic PowerPoint Tools:

Tool Name	Location	Function
File Tab	Top left	• To save the presentation, To open it, or To print it.
Taskbar (Home tab)	At the top	• Contains important formatting commands such as changing: - font size, type and text color
Tabs	At the top of the screen Such as: "Design", "Insert", and "Animations "	• Each tab contains a group of specialized tools.
Design Tab	One of the main tabs	• choose the "slide size" to format the slide shape. • choose the "Theme" to change the background and colors to create an attractive design
Insert Tab	One of the main tabs	• Used to add new elements to the slide, such as: Pictures, Shapes, Charts and Videos
Review Tab	One of the main tabs	• Responsible for checking words and ensuring there are no spelling errors

Lesson 5

A database:

- It is a way to store and organize large amounts of data and information inside a computer, making it easy to analyze, search, and modify.

Importance of Database:

- It helps us collect information about people, places, or things, and makes managing this information easier.

EX A school uses a database to organize information about its students (such as student name and ID).

Excel: A Database-Building Tool

1. We can use Microsoft Excel to create simple databases.
2. Microsoft Excel can also be used for: Sorting, Adding, Subtracting, Multiplying, Dividing, and Filtering.
3. Excel used to create tables made up of columns and rows.
   - In a database, a column is called a Field which represents the type of information (such as a student's name).,
   - A row is called a Record, and it represents all information about one item (such as the data of one student).

Steps to Create a Simple Database in Excel:

1. Define the Columns (Fields): Write headings in the first row (field names),
   e.g., "ID Number", "Class Name", "Student's Name".
2. Enter the Data (Records): Fill in data from the second row under each column.

3. Add New Columns: Right-click a column heading, choose "Insert Column"; it will be added and formatted automatically.

- Excel is an excellent program to perform mathematical operations.
- When dealing with a database that contains numbers (such as students' grades or expenses), you can use Formulas.
- The golden rule: To create a formula, You must start with the " = " sign.

» **Examples of Formulas:** To add specific cells, subtract cells,and calculate an average (addition then division).

Lesson 6

» **SmartArt:** They are ready-to-use graphics and shapes in PowerPoint that help you show information visually in an organized way, using a series of steps or clear relationships.

» **Importance of Flowcharts (SmartArt):**

1. They make your presentation more engaging.
2. They help the audience understand complex information or project steps easily and quickly than reading long texts.
3. They help you to illustrate the stages of a plant's life cycle, steps to prepare a meal, or team organization in a project.

» **Steps to Insert and Customize SmartArt in PowerPoint:**

Step 1: Insert

1. Click "Insert" tab in the top ribbon of PowerPoint.
2. Look for the "SmartArt" icon and click it.
3. A dialog box will appear showing many chart types.

Step 2: Choose the Type

1. Select the suitable type to represents your information.
   - If your information consists of series of steps, choose from the “List”, “Process”, or “Cycle” categories.
2. Click the chart you prefer in the dialog box, then click “OK” to insert it to the slide.

Step 3: Add Text

1. Click the [Text] or [Flowchart] that appears on the slide.
2. Start writing the information or steps you want to explain inside the text boxes in the chart.

Step 4: Customize and Beautify Your Flowchart

1. Click on the flowchart. Two new tabs will appear at the top: "SmartArt Design" and "Format".
2. In SmartArt Design, you can:
   - Change Colors to make your slides more attractive.
   - Choose a new style from SmartArt Style to change how your boxes and shapes look.

Model Exams - Part 2

Model Exam 1

1 Choose the correct answer:

1. To add a new image to a slide, we use the ..... tab.
   a. Animations b. Design
   c. Insert d. View
2. The tool that helps the driver find the best route to avoid traffic is part of a system .....
   a. Central cooling b. Navigation and routing
   c. Play and entertainment d. Smart lighting
3. Which of the following is NOT an operating system?
   a. Android b. Facebook
   c. Windows d. Mac
4. Which program is used to write reports?
   a. Excel b. PowerPoint
   c. Word d. Paint
5. Examples of operating systems for smartphones include ..... .
   a. Android b. iOS
   c. Windows d. both a and b
6. In Excel, the row that contains complete information about one person is called ..... .
   a. Field b. Record
   c. Column d. Workbook
7. To start writing inside the flowchart, you must click on the ..... that appears on the slide.
   a. empty space b. [Text] box
   c. scroll bar d. close button

2 Put (✓) or (✗):

1. A school bus tracking app helps students organize their time and arrive on time. ( )
2. The iPhone app store is called the Play Store. ( )
3. One of the most important skills of using PowerPoint effectively is the ability to deliver your idea and make audience engaged. ( )
4. Proposing a new idea for an application design is a form of innovation. ( )
5. One of the safety rules in messaging is not opening suspicious links. ( )
6. In Excel, a field represents all information about one item. ( )
7. The first step to create a simple database in Excel is defining and writing the column headings (fields) in the first row. ( )
8. SmartArt cannot be inserted from the "Insert" menu in PowerPoint. ( )

Model Exam 2

1 Choose the correct answer:

1. One of the benefits of booking online for everyday services .....
   - a. Saving time and effort
   - b. Increasing waiting times
   - c. Excessive use of paper
   - d. Complicating procedures
2. The command used to insert an image into a document is ..... .
   - a. File
   - b. View
   - c. Layout
   - d. Insert
3. To change the screen background, we use .....
   - a. Keyboard
   - b. Control Panel
   - c. Recycle Bin
   - d. Browser

4 What is the most famous and commonly used program for creating presentations?

a. Microsoft Word
b. Microsoft Excel
c. Microsoft PowerPoint
d. Microsoft Paint

5 Which company developed the Windows operating system?

a. Google
b. Apple
c. Microsoft
d. Linux

6 Microsoft Excel is used to create and manage ..... .

a. Daily notes
b. Electronic games
c. Databases
d. Animated graphics

7 Which tool can be used to represent the stages of a "life cycle" of something?

a. List
b. Relation
c. Matrix
d. Cycle

2 Put (✓) or (✗):

1 Technology contributes to increased carbon emissions in the environment. ( )

2 The operating system in Apple mobile devices is los. ( )

3 Excel is an example of a messaging service. ( )

4 Slides in PowerPoint are the spaces where we write text and add images. ( )

5 It is possible to book a doctor's appointment online without going to the clinic. ( )

6 The computer's operating system is responsible for running programs and organizing the device. ( )

7 The program that uses tables made of rows and columns to create databases is Microsoft Word. ( )

8 The "Process" category of SmartArt is used to represent sequential steps. ( )

Model Exam 3

1 Choose the correct answer:

1. If a transportation company relies on electronic payment instead of cash payment, this increases ..... .
   a. Safety
   b. Pollution
   c. Fuel consumption
   d. Breakdowns

2. The writing area in Word is the place where we ..... .
   a. Change the language
   b. Write text
   c. Save files
   d. Display images only

3. Where can you download applications on a smartphone?
   a. Recycle Bin
   b. Settings
   c. File Manager
   d. App Store

4. If a booking app sends you a message about the departure time, this service is called ..... .
   a. Automatic notifications
   b. Central heating
   c. Photography
   d. Smart lighting

5. If you want to change the shape and color of the slide background, you should use the ..... tab.
   a. File
   b. Insert
   c. Review
   d. Design

6. What symbol should be written first to create a formula in Excel?
   a. +
   b. –
   c. *
   d. =

7. To change the flowchart colors, go to the ..... tab that appears after insertion.
   a. SmartArt Design
   b. Format
   c. Review
   d. Slide Show

2 Put (✓) or (✗):

1. There is no difference in time or effort between traditional booking and online booking. ( )
2. When installing a new program on your computer, you must follow the installation steps. ( )
3. Images can be inserted into a document through the "Insert" menu. ( )
4. The "Animations" tab is used to add visual effects to elements in a slide. ( )
5. Suggesting a new idea to design an app is a form of innovation. ( )
6. A computer can function without an operating system. ( )
7. To sort data from smallest to largest, we use the Sort tool. ( )
8. The colors or design of SmartArt cannot be changed after you insert it. ( )

Model Exam 4

1 Choose the correct answer:

1. Which of the following is a traditional problem solved by online booking systems?
   a. Staying at home
   b. Using a phone
   c. Standing in a long queue
   d. Browsing the internet
2. Changing the language and date in system settings helps in ..... .
   a. Improving sound
   b. Organizing device usage
   c. Deleting files
   d. Installing programs
3. An example of a messaging application is ..... .
   a. Word
   b. Paint
   c. Excel
   d. WhatsApp

4 What tools can be used to create an attractive and visually appealing presentation?

a. animations
b. shapes
c. images
d. all of them

5 A table can be inserted in Word from the ..... menu.

a. Insert
b. File
c. View
d. Tools

6 What is the name of a column heading like "Student Name" in a database?

a. Record
b. Row
c. Field
d. Workbook

7 To represent series of steps for completing a project, it is preferable to choose the ..... Flowchart category.

a. Pyramid
b. Relation
c. Matrix
d. Process

2 Put (✓) or (✗):

1 If a transportation company adopts electronic payment instead of cash, this increases fuel consumption. ( )

2 To change the device language, go to the app store. ( )

3 The Theme in PowerPoint means inserting an image inside the slide. ( )

4 To save a document in Word, we use the "Insert" menu. ( )

5 Electronic payment is more secure than using cash. ( )

6 The Control Panel is used to change settings in Windows. ( )

7 The main goal of analyzing and modifying data is to destroy the data. ( )

8 SmartArt is used to show information in an organized and visual way. ( )

Model Exam 5

1 Choose the correct answer:

1. When you use an app to find the school bus, you are exploring the types of ICT tools used in ..... .
   a. Building houses
   b. E-learning
   c. Modern agriculture
   d. Smart transportation systems

2. In PowerPoint, the bar that contains commands such as changing font size is ..... .
   a. File bar
   b. Animation bar
   c. Status bar
   d. Home tab

3. One of the common tools you learned that helps you organize data in Excel is ..... .
   a. Insert picture
   b. Sort
   c. Add WordArt
   d. Draw a circle

4. What is the main component used in online booking applications to determine locations?
   a. Cooling system
   b. Cash payment system
   c. Global Positioning System (GPS)
   d. Solar energy system

5. The applications store on Android devices is called ..... .
   a. App Store
   b. Apple Store
   c. Windows Store
   d. Play Store

6. To save a file, we choose the command ..... .
   a. Open
   b. Print
   c. Save
   d. Exit

7. To add a SmartArt chart to a slide, start by clicking the ..... tab.
   a. Design
   b. Review
   c. Insert
   d. Animations

2 Put (✓) or (✗):

1. You can book a doctor's appointment online without having to go to the clinic. ( )
2. The place from which you can download applications on the phone is the file manager. ( )
3. Microsoft Word is used for word processing and writing reports. ( )
4. Charts are used in PowerPoint to clarify data and numbers in a simple way. ( )
5. Traditional methods help you know the bus arrival time exactly. ( )
6. When you use a formula such as =B2–B3, you are performing a subtraction. ( )
7. You can only install programs on a computer from a CD. ( )
8. One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. ( )

Answers

MODEL (1)

1 1 c 2 b 3 b 4 c
5 d 6 b 7 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

MODEL (2)

1 1 a 2 d 3 b 4 c
5 c 6 c 7 d

2 1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✓ 7 ✗ 8 ✓

MODEL (3)

1 1 a 2 b 3 d 4 a
5 d 6 d 7 a

2 1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

MODEL (4)

1 1 c 2 b 3 d 4 d
5 a 6 c 7 d

2 1 ✗ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

MODEL (5)

1 1 d 2 d 3 b 4 c
5 d 6 c 7 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓